

EXHIBIT C

12_27_01 status update .txt

From: Arabian, Adam K.
Sent: Friday, December 28, 2001 2:18 PM
To: McLoughlin, Michael P.
Subject: RE:

Mike,
Thats what I needed. Thanks. I'll have to get micah to CC me on these in the future.

A. Arabian
-----Original Message-----
From: McLoughlin, Michael P.
To: Arabian, Adam K.
Sent: 12/27/2001 3:28 PM

Adam - I think this is the latest from Micah, hope it helps. Also were you ever able to get hold of Murtha about getting a courier to Alex set up?
Contact Information

Senate Facility

Primary contact information at the Senate Screening facility is Joe Herath. Joe is responsible for receiving and processing all items. When results become available, the appropriate numbers should be reported to him. They currently have a log sheet on which they are keeping track of the completed mail and its corresponding filter numbers. Once Joe receives the reference number, he can then ship the mail to the final sorting facility. They are currently using the appended documents we developed to track, identify, and maintain the equipment. Tim Jensen has been given a copy of these documents to use as a template for the House Facility. At this time the computer startup and shutdown procedures have changed some from the appended document. House Facility Original Configuration The House processing facility is currently in turmoil as they are attempting to find an adequate location where they can set up a facility. The facility in Prince George's county was shut down due to improper fire code construction practices. Their original setup consisted of a jogger, followed by a cutter and a second jogger in an open room at slightly negative pressure. The initial plan was to pre-jog with a Lassco jogger similar to the ones at the Senate Facility. They would then cut the corner of the envelopes, and place them in second jogger called an Omatron (check this out when you get there) equipped with a lead-screw based compressor. We have not tested the effectiveness of this design at this time. Current Status On Friday December 14, Pitney Bowes and Versar representatives stopped by the Senate Facility in an attempt to determine the easiest way to configure a processing facility. They did see the benefit in using a hood based system, but were concerned that they could not get the hoods fabricated in time. Recent delays may have given them time to make what they need. They currently plan on having each station with a cutter followed by the two joggers. The Lassco will be used to jog flats and the Omatron will be used to jog cut mail. Eventually they will have several CLIMETS hooked to the flow from the Omatron. A sample of the airflow from the two joggers will go to a single port on the DFU for post processing. Figure 1 below shows the planned layout assuming they are not in a hood. Our Responsibilities When the Pitney Bowes is provided with a location, they will configure all necessary equipment. Tim Jensen is aware where the DFU should go. We are responsible with checking that the filter from the DFU is obtaining a sample from each of the joggers. All corners and fitting on the manifold should be tightly sealed with tape to ensure flow. Additionally I had planned on testing the joggers with PSL beads. The idea was to use the process below to ensure a sample is obtained. 1.) Insert a black membrane filter with a support pad in the DFU instead of the 1-micron filter. 2.) Turn on the DFU and the HEPA and allow it to stabilize. 3.) Spray a short burst of PSL into the inlet of the jogger using the Preval sprayer (with the door open should be fine) 4.) Turn all systems off.

- 5.) Remove the filter media and view the surface using the black light.
- 6.) Repeat the experiment spraying into the other jogger.

Assuming you have PSL on the surface, the system will be getting a sample of whatever comes from the jogger. If it is not, it is probably a flow balance problem (give me a call at home (303-674-7755)). Additionally we had offered to hook up a CLIMET Particle counter to the flow from the Omatron Jogger. Adam has put the code on a FTP site (don't know where). Pitney Bowes will supply a computer to run the instrument. For the time being we would just like to obtain background samples of them processing mail. When we return we will do some experiments doping the sampled mail. We will likely have to reconfigure the triggering algorithms to match their equipment. The sampler should be setup approximately 12 inches downstream of the jogger, and should use a directional inlet such as an 'L' shaped piece of copper tubing. Comments There are just a few other items you should be aware of. They are as follows Please contact the following individuals to ensure that they have your contact information.

- 1.) Tim Jensen
- 2.) Sanjay
- 3.) Joe Herath
- 4.) Robby

Rissa has ordered a case of the decontamination solution and the DNA away solution. It should be delivered sometime in the next few days. These should be delivered to the Senate facility. Walk through the use of them, as indicated below. There is also a HEPA vacuum already there. There are 2 HEPA vacuums in Tanya's office. One should go to the House if they ask for it, and the other is for use as a spare. The Lassco Joggers have been wearing out pretty quickly (motor and springs). I have asked Danese to order a more robust model from AB Dick called a Watkis, but in the mean time try to get one or two spares from the Pitney Bowes guys. They have a bunch. We don't need the box, just the jogger. If their main wears out, Joe will call Robby to put the other one in. Enjoy! Micah

Filter Sample Directions

The acting supervisor is responsible for performing the following procedures.
Beginning of Day Filter Insertion Protocol

- 1.) Don a pair of clean gloves
- 2.) Insert a clean 1 micron filter in each of the sampling ports
- 3.) Turn on the sampling pump
- 4.) Record the start time on the label and in the log.
- 5.) Turn on the HEPA Filtration Unit
- 6.) Allow a 10 minute settling time for the system prior to starting work

Filter Changing Protocol

- 1.) Don a clean pair of gloves
 - 2.) Remove the duct work from the sample plenum
 - 3.) Remove the filter pad from each sample port with the tweezers or fingers
 - 4.) Place each filter in a separate, labeled whirl bag and place in the outgoing sample box
 - 5.) With clean hand place a new filter against the filter screen.
 - 6.) Reassemble duct work
 - 7.) Record the stop time on the old label
 - 8.) Record the start time on a new label and in the logbook.
 - 9.) Segregate the mail processed on each filter by filling out a separate tracking sheet.
- End of Day Filter Procedures
- 1.) Don a clean pair of gloves
 - 2.) Remove the duct work from the sample plenum
 - 3.) Remove the filter pad from each sample port with the tweezers or fingers
 - 4.) Place each filter in a separate, labeled whirl bag and place in the outgoing sample box
 - 5.) Give the courier all filters for the day
 - 6.) Record all pertinent information on the cage analysis forms.
 - 7.) Shut off the HEPA filter

8.) Shut down the sampling pump

Official Tracking Sheet for Irradiated Mail Processing Steps INITIAL SORTING
FACILITY Irradiation Date _____

Sorted By _____ on _____ at _____
(Name) (Date) (Location)

Number of Trays in Cage _____
shapeType20fFlipH0fFlipV0linewidth28575fShadow0fLayoutInCell0fLayoutInCe
110

SCREENING FACILITY

Received By _____ on _____ at _____
(Name) (Date) (Location)

Process Completed by _____ on _____ at _____
(Name) (Date) (Time)

Filter Sample Number _____ Sent in on _____
(Number) (Date)

shapeType20fFlipH0fFlipV0linewidth28575fShadow0fLayoutInCell0fLayoutInCe
110

TESTING RESULTS

Results Received by _____ on _____
(Name) (Date)

(Circle one) Negative Positive for _____

Processed Sample Reference Number _____
shapeType20fFlipH0fFlipV0linewidth28575fShadow0fLayoutInCell0fLayoutInCe
110

FINAL SORTING FACILITY

Received By _____ on _____ at _____
(Name) (Date) (Location)

Sorted by _____ on _____ at _____
(Name) (Date) (Time)

DECONTAMINATION PROCEDURES

These procedures should be used when the warning light is activated.

- 1.) Wait for jogging process to complete, DO NOT CONTINUE TO COMPRESS.
- 2.) Remove the mail and place it in the RED Bin for detailed checking.
- 3.) Turn on the HEPA Vacuum.
- 4.) Vacuum out the inside of the jogger including the lower tray.
- 5.) Wipe down the inside of the jogger with Decon Solution (CONFLICT Decontamination solution followed by DNA AWAY) using a fresh towel for each.
- 6.) Throw waste into a trash bin in the back of the hood.
- 7.) Replace lower tray and jog without mail for 45 seconds. 8.) If powder was found in the jogger or in the tray, follow the filter changing guidelines.
- 9.) Press CLEAR ALARMS on the Computer
- 10.) If no powder was visible continue processing as normal.
- 11.) Continue processing.

COMPUTER STARTUP PROCEDURES

These procedures should be used to start the automated detection system.

- 1.) Turn on Power Strip at Back of Hood
- 2.) Turn off lights on black box (they will cycle on during a 1 second interval, make sure they are all off)
- 3.) Turn on the Power to the CLIMET

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- 4.) Turn on the Computer (Round button in upper left hand corner)
- 5.) When the computer turns on, double click the CLIMET1_pk icon.
- 6.) Set the Following
 - a. CLIMET: COMM 1
 - b. POWER: COMM 5
 - c. JOGGER: COMM 6
 - d. ALARM Level: 30000
 - e. Alarm Percent : 3000
 - f. ALARMS ON box should be checked
- 7.) Press INITIALIZE
- 8.) Watch for Red light to flash twice
- 9.) Wait for 5 seconds
- 10.) Press START SAMPLE
- 11.) Wait for numbers to show up in empty boxes.
- 12.) If they don't come up, turn off the program and start at item #5 again

shapeType20fFlipH0fFlipV0linewidth28575fShadow0fLayoutInCell0fLayoutInCe
110

SHUTDOWN PROCEDURES

These procedures should be used to shut down the automated detection system.

- 1.) Press the "FORCE STOP" Button on the Computer
- 2.) When asked to save file Click YES
- 3.) Save filename in format yy_mm_dd_time
 - a. Example 01_12_13_1300 would be December 12th 2001 at 1:00 PM
- 4.) Close Down the Program
- 5.) Shut down the Computer
- 6.) Turn Off the Power Strip

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